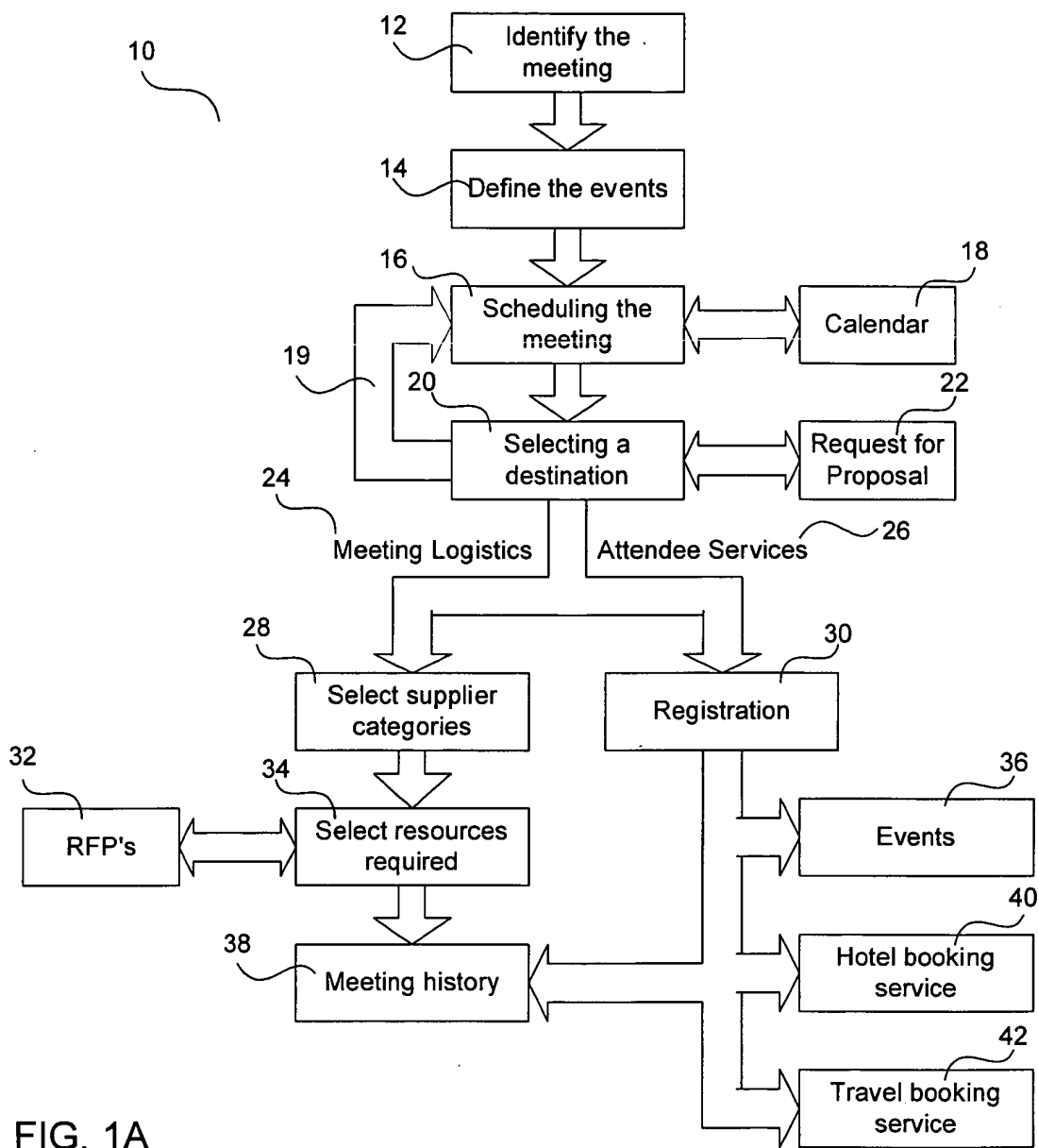


FIG. 1A



meeting management / my meetings / overview

my budget events

196

meeting status

save this meeting

delete this meeting

RFP:

Create

Budget:

Draft

Event Manager:

Draft

Meeting:

Pending

Contracted ☒

198

meeting info

200

Meeting Name *

National Sales Meeting

202

Start Date *

07/20/2001

End Date *

07/25/2001

208

Attendees *

200

Estimated Room Nights *

5

Estimated Peak Night

210

Meeting Type

Audience

Destination

Facility

Four Points Hotel Buffalo Airport

206

Planner Name

Chris Smith

Planner Group

Meeting Description *

212

This meeting is a gathering of our Sales force from across the globe.

210

214

216

company data

Meeting Requestor *

Chris Smith

Sponsor Organization

sponsor org

Division

Sales

Accounting Code

Department

International Sales

Region

Select a Region

City

State

Country

Global Region

218

mms defined fields

1.Meeting Approval Code

2.Facility Contracted Date

3.Meeting ID#

save this meeting

delete this meeting

* Denotes Required Field

FIG. 1B

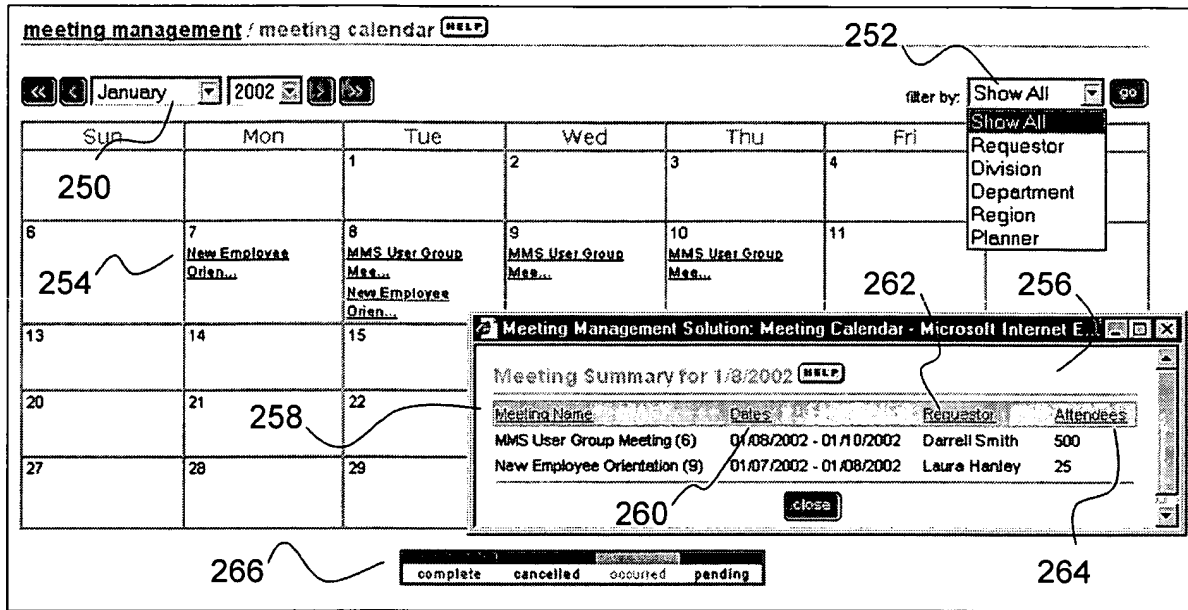


FIG. 1C

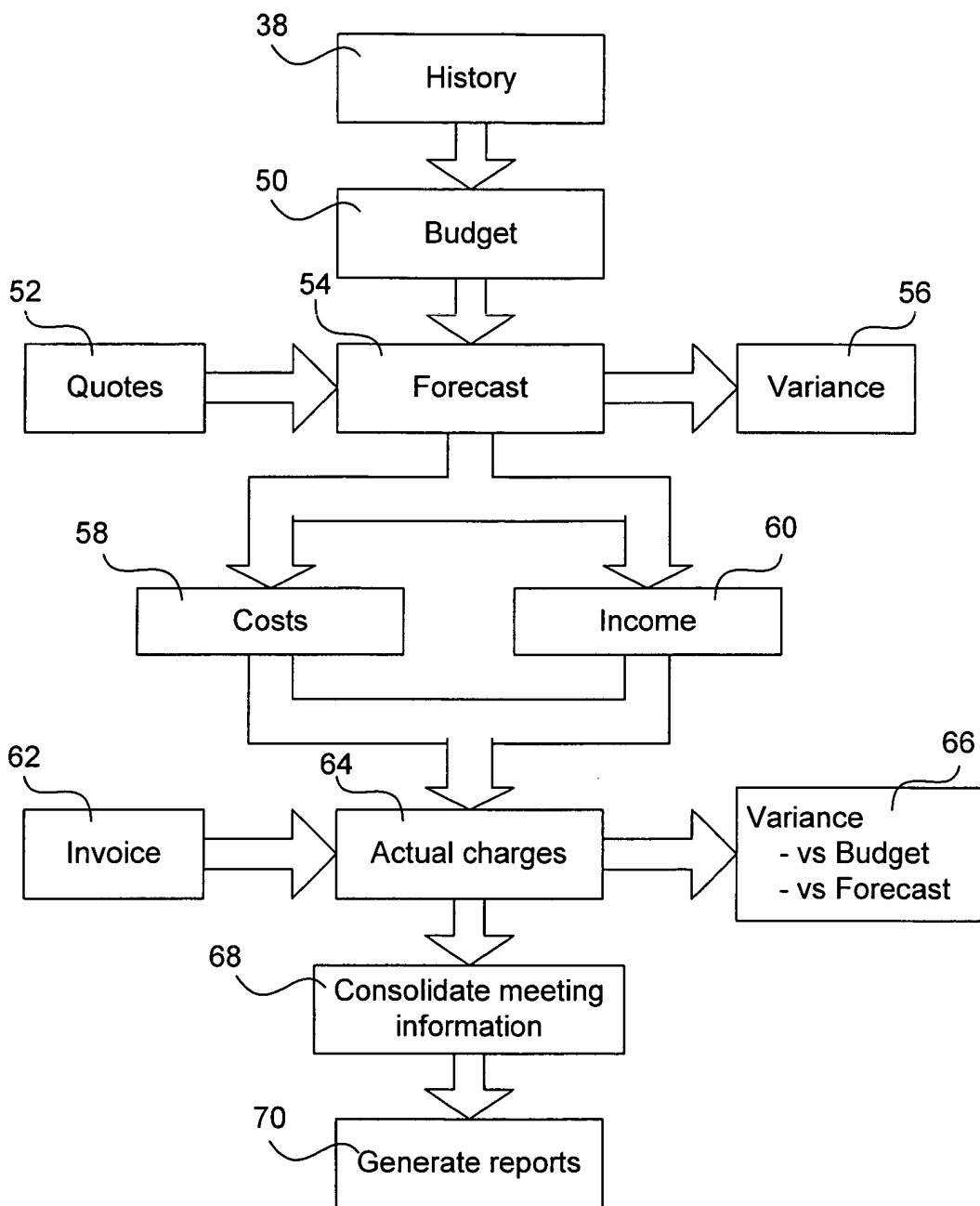


FIG. 2A

230 234 232 236 238 240 242 244 248

meeting management / my meetings / overview / budget / detail [HELP](#) [save](#)

Meeting Name: Employee Orientation - Eas... Dates: 07/19/2001 - 07/25/2001 Property: Latham Hotel

sort by [default](#) budget details: 1 to 8 of 8 pages: 1 [new expense](#) [add](#)

category	supplier	forecasted	actual	notes	reconciled
Food & Beverage	Latham Hotel select	\$ 0.00	\$ 0.00	view item	<input type="checkbox"/> view items
Room Rental	Latham Hotel select	\$ 0.00	\$ 0.00	view item	<input type="checkbox"/> view items
AV Equipment	KVL Audio Visual - DC - Regional Office	\$ 450.00	\$ 0.00	view item	<input type="checkbox"/> view items
AV Equipment	Latham Hotel	\$ 300.00	\$ 0.00	view item	<input type="checkbox"/> view items
Amenities & Entertainment	Latham Hotel select	\$ 0.00	\$ 0.00	view item	<input type="checkbox"/> view items
Room Setup	Latham Hotel select	\$ 0.00	\$ 0.00	view item	<input type="checkbox"/> view items
Misc1	Latham Hotel select	\$ 0.00	\$ 0.00	view item	<input type="checkbox"/> view items
Misc2	Latham Hotel select	\$ 0.00	\$ 0.00	view item	<input type="checkbox"/> view items

246

FIG. 2B

FIG. 2B

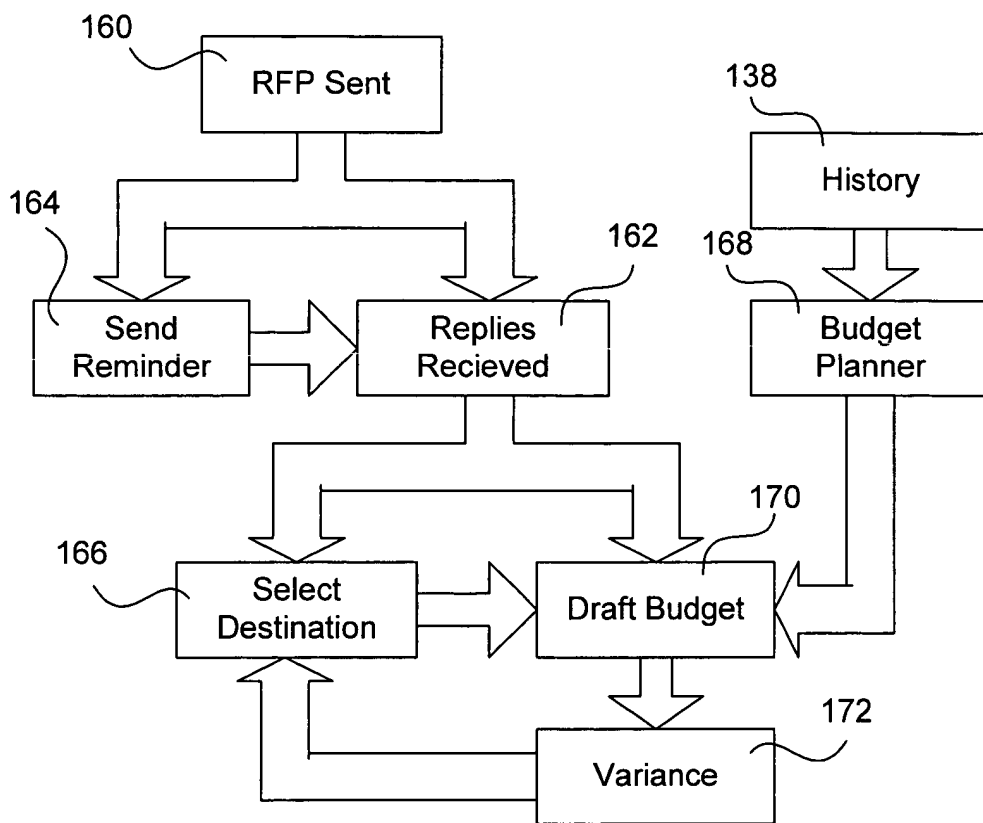


FIG. 3

Report	Source of information	Used by
80 Meeting History 82 84 86	<ul style="list-style-type: none"> Actual charges Income Attendance 	<ul style="list-style-type: none"> Meeting planner 88 Manager 89
90 Meeting costs by supplier	Actual charges 92	<ul style="list-style-type: none"> Manager 94 Meeting planner 95
96 Meeting costs by cost category	Actual charges 98	Manager 100
102 Income by income category 110	Income 104	Manager 106
108 Meeting comparison 112 114	<ul style="list-style-type: none"> Actual charges Income Attendance 	Manager 116
118 Destination cost	Actual charges 120	Manager 122
124 Destination income	Income 126	Manager 128
130 Destination attendance	Attendance 132	Manager 134
136 Planner performance 138 140 142 144	<ul style="list-style-type: none"> Attendance Income Actual Charges Budget 	Manager 146
148 • Schedule of Events 150 • Resume 154	<ul style="list-style-type: none"> Events 152 Resources required 	Meeting planner 156

FIG. 3